



Colorado Department of Personnel & Administration
Division of Information Technology
October 7, 2005

Master List of CPPS System Changes to Retire EMPL

Change	Announced	Deployed
All Personnel & Benefits Screens		
Removed Action occurrences 2 and 3.	December 2004	
With 10.1.13 Integral has added a Personnel Workflow Request menu to simplify certain processes by automatically populating select fields to save data entry. The menu is accessed from the New Hire Workflow (001) or Action Change Workflow (002) transactions on the Personnel Update Menu. The Workflow menu has choices for New Hire, Separation, Rehire, and Change workflows. The Change workflow is the same as before in that it does not automatically populate fields; it only chains to select screens. The other three automatically populate fields and chain to select screens.	January 2005	January 2005
Action Code occurrence 2 has been replaced by the Action Subtype.	March 7, 2005	
Action Code has been changed to be a required field.	April 2005	
An edit has been added so that Action Subtype must be valid with the Action Code.	April 2005	
Updated the New Hire, Rehire, and default Change workflows to chain to the Alternate Address, Job Performance, and PERA Enrollment screens in addition to the Personnel Action, Job Assignment, and Personal Data screens.	June 2005	
Updated the Separation workflow to only chain to the Personnel Action and Job Assignment Data screens.	June 2005	
Removed Transaction 16, Labor Relations, from the Personnel Update and Inquiry menus.	June 2005	
Personnel Action Data (Screen 3)		
Changed the label 'Orig Hire Dt' to 'Svc Start Dt' (Service Start Date).	December 2004	January 2005
Changed the label 'Empl Date' to 'Adj Svc Dt' (Adjusted Service Date).	December 2004	January 2005
Changed the label 'Next Review' to 'Agency Date 1'.	December 2004	January 2005
Changed the label 'Seniority Dt' to Agency Date 2'.	December 2004	January 2005
Removed the edit that requires the LOA Return Date on leave actions.	December 2004	
Updated the field names in the Data Element Table to match the label changes.	December 2004	
Added an edit so the Service Start Date can't be	December 2004	

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over 1 month in the future.		
Added an edit so the Service Start Date can't be later than the Adjusted Service Date.	December 2004	
A 'Memo' field of thirty characters has been added.	April 2005	
Messaging has been added so that users are reminded to check service dates for Return from Leave and Rehire actions.	April 2005	
Agency Date 1 has been changed so that it won't be automatically populated.	April 2005	
Last Action Subtype has been added.	April 2005	
A leave of absence reason of 'Disciplinary Suspension' has been added.	April 2005	
The leave of absence reason of 'Layoff' has been changed to 'Furlough'.	April 2005	
Added an edit so that the action 'Leave with Full/Partial Pay or Benefits' is used to set the Status to 'P', Leave with Pay, 'S', Short Term Disability, or 'B', Benefits. Also the action 'Leave without Pay' is used to set the Status to 'L', Leave without Pay, 'I', Inactive, or 'F', Furlough.	June 2005	
The EMPL Employee Status and Status Date that was stored in the Special Status fields was moved to the Job Performance Data (Screen 9) in the Probation/Status fields. The Special Status fields were then removed from the Personnel Action Data (Screen 3).	June 2005	
Agency Date 2 has been changed so that it won't be automatically populated.	June 2005	
Added an edit to require that the Adjusted Service Date can't be more than 1 month in the future.	June 2005	
Job Assignments Data (Screen 4)		
Added a field for Saved Pay Date.	December 2004	
Added edits so the Saved Pay Date must be zero or 9s on the job if the class begins with 'R' (Judicial) or it must be zero or a valid date not more than 3 years in the future if the job class begins A – Q (Classified).	December 2004	
An edit for the Save Pay Date was updated so that if it is in a future month then the pay rate must be above the maximum for the class and less than or equal to the statutory max.	Updated May 2005	
An edit has been added to require that the Account Percentages for Regular pay equal the % Full Time.	April 2005	
An edit has been added so that only the State Auditor's Office can use class 'PILOTX'.	April 2005	
An edit has been added to not allow Action Code 07, Reclassification with classified job classes. Classified will use the Promotion, Demotion, and Transfer actions with the 'Reallocation' action subtype.	April 2005	
An edit has been added so that Save Pay Date cannot be changed except if the action is a promotion, demotion, data correction, or pay rate	April 2005	

Change	Announced	Deployed
adjustment.		
An edit was added to require a corresponding position record for jobs with Classified or Judicial job classes.	May 2005	
A Contract Date field has been added.	May 2005	
An edit was added to require that when the position record exists and the Job End Date is more than 1 month out then the Class, Term, Job Dept (first 3 characters) and Seasonal Indicator must match between the Job Assignment and Position.	June 2005	
Personal Data (Screen 5)		
Added a field for a second address line.	December 2004	January 2005
Added a field for an alternate emergency contact phone.	December 2004	January 2005
Removed the Handicap field.	December 2004	
Updated edits for Ethnicity. The field is required and the value 'U' is for 'Not Indicated' or 'Unknown' was added.	June 2005	
Veteran Type has been added. The Military Status field will be kept. This will allow for tracking data relevant to layoffs in the Classified system while keeping the current military status for other purposes.	March 7, 2005	
Veteran Time has been added.	March 7, 2005	
The I-9 Status Date has been returned to it's original purpose as the I-9 Expiration Date to support current I-9 requirements. The conversion of current values will be addressed separately.	March 7, 2005	
The Military Status will no longer be defaulted.	April 2005	
The Visa Type values have been updated to new federal values.	April 2005	
Added an edit to require that Visa Type be entered if Citizenship Country is not 'US' or 'USA'.	April 2005	
Added an edit to require the Visa Expiration with all Visa Type values except blank and 'IM' for immigrant.	April 2005	
The system default for the I-9 Status was changed to 'N' for new employees and rehires.	May 2005	
Alternate Address (Screen 6)		
A Work Email Address field was added.	May 2005	
Job Performance Data (Screen 9)		
Reviewer field added.	March 7, 2005	
Increase Amount and Increase Percent removed.	March 7, 2005	
Position Number field added to Performance Data.	March 7, 2005	
Probation Data has become Probation/Employee Status Data.	March 7, 2005	
Job Class field added to Probation/Employee Status Data.	March 7, 2005	
Probation Last Action and Probation Last Action Date removed.	March 7, 2005	
An edit has been added to require that if a job	April 2005	

Change	Announced	Deployed
class has been entered than a value for Probation/Employee Status must also be entered.		
An edit has been added to require that if any of Rating, Rating Date, Rating Type, or Rating Supervisor has been entered then they all must be entered.	April 2005	
Employee Transfer/ID Change (Screen 10)		
Added custom security to allow agencies to use this transaction screen to transfer employees, but not change employee IDs or delete employee records.	June 2005	
Disciplinary Actions (Screen 18)		
Changed the menu choice label and screen to 'Disciplinary Events'.	July 2005	
Changed the field labels to 'Discipline' from to 'Disciplinary Action'.	July 2005	

Position Control System

Integral Systems, Inc.'s Position Control System has been installed in the development and test CPPS environments. For the conversion from EMPL it will be installed and populated with data in production CPPS. The following are the changes made to that software.

Change	Announced	Deployed
All Position Control Screens		
Added a field called User Field 2 to be updateable from all screens like Action Number in EMPL.	June 2005	
Added an edit to not allow Effective Date to be more than 1 month in the future.	June 2005	
Expand the key be the payroll Org and the 'Position Number' where the Position Number is constructed by concatenating the Agency and Position Number from EMPL. To find the position for an employee's Job Assignment the system will use the payroll Org, the first 3 characters of Job Department and the 5 digit Position Number.	June 2005	
Created the change file and register.	October 2005	
Added an edit to require 8 characters, in the format xxxnnnnn, for entering the position number on the menu.	October 2005	
Basic Position Information (PCS Screen 2)		
Added a 'Funded' field.	June 2005	
Added an 'Essential' field.	June 2005	
Added a 'Premium Pay' field.	June 2005	
Change the field Percent Full Time to 'Allotted FTE %'.	June 2005	
Added a field called 'User Field 1' to be populated with the Organizational Unit from EMPL.	June 2005	
Added edits so that the Job Class must be changed with the action 02, Reclassify, and it can	June 2005	

only be changed with that action and action 30, System Maintenance.		
Added an edit so that for Classified job classes the Premium Pay value cannot be 'less generous' than the value on the Job Class.	June 2005	
Added an edit so that for Judicial job classes the Position Type (OT Eligibility) value cannot be 'less generous' than the value on the Job Class table.	June 2005	
Set Grade, Rate Code, Minimum Rate and Maximum Rate to be derived from the Job Class table and display only.	June 2005	
Set the Premium Pay and Position Types to be copied from the Job Class table when a new job class is entered or changed on the position.	June 2005	
Added an edit that does not allow Classified positions to be designated as 'Temporary' except for those in the Temporary Aide job class.	June 2005	
Change a consistency edit to allow the Evaluation Result and Last Evaluation Date to be updated with either the Position Evaluation or Reclassify Position actions.	October 2005	
Changed the label for Start Date to Active Start Date.	October 2005	
Made Term a required field.	October 2005	

Job Class Table

Change	Announced	Deployed
Job Class Screen		
Change Reason was added.	October 2005	
Premium Pay Eligibility was added.	October 2005	
OT Eligibility was added.	October 2005	
The Control Tables change register was enabled.	October 2005	
Status Date was converted to Effective Date.	October 2005	
The Class Status values were set to A for Active and T for Abolished.	October 2005	